

**Caswell County Area Transportation System
Transportation Advisory Board Meeting
Meeting Minutes
April 24, 2015**

Present were Tonya Breedlove, Michelle Waddell, David Owen, Sandra Hudspeth, Brenda Day, Pam Hawley, Katey Briggs, Jeannine Everidge, Edna Brown and Melissa Williamson.

The January 23, 2015 minutes were read and approved by Sandra Hudspeth and seconded by Tonya Breedlove.

Expenditure Report: Self Explanatory.

Marketing: We advertised in the Caswell Messenger - Valentine's Ad, Discover Guide, Business Card brochure and Easter coloring page.

Update on Radio Equipment- We have went through all of the procurement process and Nancy Painter, NCDOT-PTD, has signed off on our procurement checklist. This is a lengthy process to go through. We were able to go with Dale Fortner with N Touch Wireless. I have been in touch with him and he is in the process of ordering all of the equipment needed because this project must be completed by June 30th. This will switch us from analog to digital and we should get a better reception now.

PCC Survey- I want to get the input from this board on this survey. I know at our last meeting I informed the board that Bryan Miller and I met with staff from PCC to discuss some transportation possibilities. Different ideas were brought up. We were looking at trying to setup a possible route to bring folks to the Caswell Campus and PCC staff was interested in the possibility that we try to setup a route five days a week that would go back and forth to the Person Campus and Caswell Campus three times a day. The latter one will be a much greater challenge for the transit system. We would have to pretty much dedicate a van or bus and a driver to this route. Some days that may be practical but other days this would not be feasible with our current staff and fleet. The board looked at the survey created by PCC. I informed the board that PCC wants our input on possible changes or suggestions to get a better idea of services that students and staff may like to have as an option. Keep in mind, funding may be an issue to because the transit system cannot take on a project as big as the latter option PCC was discussing for five days a week to both campuses. I asked RCATS in Rockingham County how they setup their route to RCC. She said that they had a few spaces allotted for transportation to RCC and they started the route this way. I asked her with Caswell being so spread out and rural did she think that it would work best to pick an area with the most interest and start out serving them? She said absolutely. For example, if Milton

and Semora had the most interest and need for transportation to PCC in Caswell that could be the area we would start out serving. We cannot have one in Milton, Cherry Grove, Prospect Hill and Pelham. We would never get them there on time. Please take time to look at the survey and provide input and suggestions or ideas on a PCC route. It was discussion from some members that they would prefer to see us serve the Caswell campus first. Pam Hawley suggested that PCC provide the vehicle and CATS would keep it in its fleet and maintain it the same way as the other vans. A resource that may be available is through Veteran's Employment. It was suggested that in the introduction that it needs to state that this survey is for PCC students. I asked the members to email me any other suggestions they may have regarding the survey.

CPR Certification- On March 9th all of the CATS drivers completed their CPR certification class. It was time for them to renew their certifications. We try to keep everyone on the same schedule. All of our drivers are recertified and have received their new CPR cards. John Yarbrough completed our CPR class for us again.

Other Training- In the past three months the drivers have completed drug and alcohol training, defensive driving, Emergency Procedures, passenger assistants, ADA and wheelchair training. Each driver is evaluated on securing a wheelchair. We have had two drivers in the past that went to the Braun Lift training and are certified and they do the evaluation.

Exercise – Emergency Procedures- We are in the process of setting up a training involving some type of exercise for emergency procedures. We have had half of our staff go through the Emergency Evacuation training in Stanly County. Gwen Hinson puts on a fantastic training for drivers. They actually setup scenarios for example a van will actually be over turned. Law Enforcement, EMS and other emergency personnel participate in the training exercise. When the drivers complete the training they receive a certificate. I have asked these drivers to bring back some of the things that they have learned from the training exercise and share it with the rest of the group. We are in the process of trying to setup an exercise for our drivers. If the program is offered again this fall I plan to send more drivers to it that have not been before. All of the drivers that have been say it is a fantastic training.

Reasonable Suspicion Drug and Alcohol Training- I attended this training on April 7th in Smithfield. I received a certificate for this training.

Seon Camera System Training- I attended this training on April 7th too. We received some good information about the camera system.

Updated Seon Camera Software- When Michael Everhart came out to install the cameras on the new bus Wednesday he also upgraded our software on the computer for the camera system.

Maintenance Plan Offered at Stearns- We have three vans that are under 36,000 miles and they would qualify for up to \$4,000.00 engine repair, 5 under 75,000 miles that would qualify for up to \$2,000.00 repair and one that has about 171,000 miles and would not qualify for the engine repair but all of the other items under \$350 value. Most common is Engine/Fuel and it is \$10.00 will include up to \$4,000 or \$2,000 depending on mileage and includes the \$350.00 value. We service ours every 5,000 so it will easily meet the maximum interval of 7,500 miles. It is an additive that is added. Once you start it will cover for a lifetime protection. If you go with Fuel System and Engine/Fuel will cost \$20.00 plus the \$350.00 value. The Board agreed to go with the Engine/Fuel plan at a cost of \$10.00 per service.

Other Business- Pam Hawley suggested at our next meeting on July 24th that we stay over and update our current LCP, Locally Coordinated Plan.

Minutes respectfully submitted by Melissa Williamson

A handwritten signature in cursive script, appearing to read "Melissa Williamson", written in dark ink.